

**DISTRICT OF  
COLUMBIA  
MUNICIPAL  
REGULATIONS  
for  
OCCUPATIONAL  
THERAPY**

## CHAPTER 63      OCCUPATIONAL THERAPY

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### 6300      GENERAL PROVISIONS

- 6300.1      This chapter shall apply to applicants for and holders of a license to practice as an occupational therapist or occupational therapy assistant.
- 6300.2      Chapters 40 (Health Occupations: General Rules), 41 (Health Occupations: Administrative Procedures) of this title shall supplement this chapter.

### 6301      TERM OF LICENSE

- 6301.1      Subject to § 6301.2, a license issued pursuant to this chapter shall expire at 12:00 midnight of September 30 of each odd-numbered year.
- 6301.2      If the Director changes the renewal system pursuant to § 4006.3 of Chapter 40 of this title, a license issued pursuant to this chapter shall expire at 12:00 midnight of the last day of the month of the birthdate of the holder of the license, or other date established by the Director.

### 6302      EDUCATIONAL AND TRAINING REQUIREMENTS

- 6302.1      Except as otherwise provided in this chapter, an applicant for a license to practice occupational therapy shall furnish proof satisfactory to the Board, in accordance with § 504(g)(1) of the Act, D.C. Official Code § 3-1205.04(g)(1) (1985), that the applicant has done the following:
- (a) Has successfully completed an educational program in the practice of occupational therapy at an institution accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association (AMA) in collaboration with the American Occupational Therapy Association (AOTA); and

- (b) Has successfully completed a period of at least six (6) months of supervised work experience at an accredited educational institution.

6302.2 Except as provided in § 6303, an applicant for a license as an occupational therapy assistant shall furnish proof satisfactory to the Board, in accordance with § 504(f)(2) of the Act, D.C. Official Code § 3-1205.04(g)(3)(A) (1987 Supp.), that the applicant has done the following:

- (a) Has successfully completed an educational program in occupational therapy, at the level of occupational therapy assistant, which is approved by AOTA; and
- (b) Has successfully completed a period of at least two (2) months of supervised work experience at an accredited educational institution or a program approved by an accredited educational institution.

6302.3 An applicant shall submit with a completed application a certified transcript and certificate of graduation from the educational institution to the Board.

### **6303 APPLICANTS EDUCATED IN FOREIGN COUNTRIES**

6303.1 The Board may grant a license to an applicant who completed an educational program in a foreign country, which program is not recognized by the AOTA, if the applicant meets the following requirements:

- (a) Meets all requirements of this chapter except for § 6302.1(a) or § 6302.2(a); and
- (b) Demonstrates to the satisfaction of the Board that the applicant's education and training meet the standards for accreditation of occupational therapy programs approved by CAHE/AMA in collaboration with the AOTA by submitting the documentation required by § 6303.2 or § 6303.3.

6303.2 An applicant for a license to practice occupational therapy under this section, in lieu of meeting the requirements of § 6302.1(a), shall submit to the Board the following:

- (a) An evaluation of the applicant's educational and practical training by the AOTA or successor organization; and
- (b) Successful completion of the occupational therapy certification examination developed by the AOTCB for occupational therapists.

6303.3 An applicant for a license to practice as an occupation therapy assistant under this section, in lieu of meeting the requirements of § 6302.2(a), shall submit to the Board the following:

- (a) An evaluation of the applicant's educational and practical training by the AOTA or successor organization; and
- (b) Successful completion of the occupational therapy certification examination developed by the AOTCB for occupational therapy assistants.

6303.4 An applicant shall arrange for the evaluation required by § 6303.2(a) or § 6303.3(a) to be sent directly from the AOTA to the Board so that the Board receives the evaluation within thirty (30) days of the date the application is filed.

6303.5 The Board may interview an applicant under this section to determine whether the applicant's education or training meets the requirements of the Act and this chapter.

6303.6 If a document required by this chapter is in a language other than English, an applicant shall arrange for its translation into English by a translation service acceptable to the Board and shall submit a translation signed by the translator attesting to its accuracy.

#### **6304 NATIONAL EXAMINATION**

6304.1 To qualify for a license by examination, an applicant shall receive a passing score on the Occupational therapy certification examination developed by the American Occupational Therapy Certification Board (AOTCB).

6304.2 The passing score on the national examination shall be the passing score established by the AOTCB on each test that forms a part of the examination.

6304.3 An applicant shall not be eligible to take the examination required by this section unless the Board has received the evaluation required by § 6302.2(a) or § 6203.3(a) at least forty-five (45) days prior to the date of the examination.

6304.4 An applicant shall submit with a completed application the applicant's examination results, certified by the AOTCB, to the Board.

#### **6305 [RESERVED]**

#### **6306 CONTINUING EDUCATION REQUIREMENTS**

6306.1 Subject to § 6306.2, this section shall apply to applicants for the renewal, reactivation, or reinstatement of a license for a term expiring September 30, 1991, and for subsequent terms.

- 6306.2 This section shall not apply to applicants for an initial license by examination, reciprocity, or endorsement, nor does it apply to applicants for the first renewal of a license granted by examination.
- 6306.3 A continuing education credit shall be valid only if it is part of a program or activity approved by the Board in accordance with § 6307.
- 6306.4 An applicant for renewal of a license to practice occupational therapy shall submit proof pursuant to § 6306.9 of having completed twenty-four (24) hours of approved continuing education credit during the two-year (2) period preceding the date the license expires.
- 6306.5 An applicant for renewal of a license to practice as an occupational therapy assistant shall submit proof pursuant to § 6306.9 of having completed twelve (12) hours of approved continuing education credit during the two-year (2) period preceding the date the license expires.
- 6306.6 To qualify for a license, a person in inactive status within the meaning of § 511 of the Act, D.C. Official Code § 3-1205.11 (1985.) who submits an application to reactive a license shall submit proof pursuant to § 6306.9 of having met the continuing education requirements for the current year of the term of the license.
- 6306.7 To qualify for a license, an applicant for reinstatement of a license to practice occupational therapy shall submit proof pursuant to § 6306.9 of having completed twelve (12) hours of credit in an approved continuing education program for each year after September 30, 1989, that the applicant was not licensed, up to a maximum of sixty (60) hours.
- 6306.8 To qualify for a license, an applicant for reinstatement of a license to practice as an occupational therapy assistant shall submit proof pursuant to § 6306.9 of having completed six (6) hours of credit in an approved continuing education program for each year after September 30, 1989, that the applicant was not licensed, up to a maximum of thirty (30) hours.
- 6306.9 An applicant under this section shall prove completion of required continuing education credits by submitting with the application the following information with respect to each program:
- (a) The name and address of the sponsor of the program;
  - (b) The name of the program, its location, a description of the subject matter covered, and the names of the instructors;
  - (c) The dates on which the applicant attended the program;
  - (d) The hours of credit claimed; and

(e) Verification by the sponsor of completion, by signature of stamp.

6306.10 An applicant for renewal of a license who fails to submit proof of having completed continuing education requirements by the date the license expires may renew the license up to sixty (60) days after expiration by submitting the proof pursuant to § 6306.9 and by paying the required additional late fee.

6306.11 Upon submitting proof and paying the late fee, the applicant shall be deemed to have possessed a valid license during the period between the expiration of the license and the submission of the required documentation and payment of the late fee.

6306.12 If an applicant for renewal of a license fails to submit proof of completion of continuing education requirements or pay the late fee within sixty (60) days after the expiration of applicant's license, the license shall be considered to have lapsed on the date of expiration.

6306.13 The Board may, in its discretion, grant an extension of the sixty (60) day period to renew after expiration if the applicant's failure to submit proof of completion was for good cause. As used in this section, "good cause" includes the following:

(a) Serious and protracted illness of the applicant;

(b) The death or serious and protracted illness of a member of the applicant's immediate family.

## **6307 APPROVED CONTINUING EDUCATION PROGRAMS AND ACTIVITIES**

6307.1 The Board may, in its discretion, approve continuing education programs and activities that contribute to the growth of an applicant in professional competence in the practice of occupational therapy and which meet the other requirements of this section.

6307.2 The Board may approve the following types of continuing education programs, if the program meets the requirements of § 6307.3;

(a) An undergraduate or graduate course given at an accredited college or university;

(b) A seminar or workshop;

(c) An educational program given at a conference; and

(d) In-service training.

6307.3 To qualify for approval by the Board, a continuing education program shall meet the following requirements:

- (a) Be current in its subject matter;
- (b) Be developed and taught by qualified individuals; and
- (c) Meet one of the following requirements:
  - (1) Be administered or approved by a recognized national, state, or local occupational therapy organization; health care organization; accredited health care facility; or an accredited college or university; or
  - (2) Be submitted by the program sponsors to the Board for review no less than sixty (60) days prior to the date of the presentation and be approved by the Board.

6307.4 The Board may issue and update a list of approved continuing education programs.

6307.5 An applicant shall have the burden of verifying whether a program is approved by the Board pursuant to this section prior to attending the program.

6307.6 The Board may approve the following continuing education activities by an applicant:

- (a) Serving as an instructor or speaker at a conference, seminar, workshop, or in-service training;
- (b) Publication of an article in a professional journal or publication of a book or a chapter in a book or publication of a book review in a professional journal or bulletin;
- (c) Serving as a clinical instructor for students of occupational therapy; and
- (d) Participation in research as a principal investigator or research assistant.

## **6308 CONTINUING EDUCATION CREDITS**

6308.1 The Board may grant continuing education credit for whole hours only, with a minimum of fifty (50) minutes constituting one (1) credit hour.

6308.2 For approved undergraduate or graduate courses, each semester hour of credit shall constitute fifteen (15) hours of continuing education credit, and each quarter hour of credit shall constitute ten (10) hours of continuing education credit.

- 6308.3 The Board may grant a maximum of three (3) continuing education credits per year to an applicant who attends in-service education programs.
- 6308.4 The Board may grant to an applicant who serves as an instructor or speaker at an acceptable program for preparation and presentation time, subject to the following restrictions:
- (a) The maximum amount of credit which may be granted for preparation time is twice the amount of the associated presentation time; and
  - (b) The maximum amount of credit which may be granted pursuant to this subsection is fifty percent (50%) of an applicant's continuing education requirement;
  - (c) If an applicant has previously received credit in connection with a particular presentation, the Board shall not grant credit in connection with for a subsequent presentation unless it involves either a different subject or substantial additional research concerning the same subject; and
  - (d) The presentation shall have been completed during the period for which credit is claimed.
- 6308.5 The Board may grant an applicant who is an author or editor of a published book, a published chapter in a book, or a published article in a professional journal or other nationally recognized publication six (6) continuing education credits, if the book, chapter, or article was published or accepted for publication during the period for which credit is claimed, and the applicant submits proof of this fact in the application.
- 6308.6 The Board may grant an applicant for renewal who acts as a clinical instructor for students of occupational therapy or students of any other health occupation one (1) continuing education credit for each hour of clinical instruction, up to a maximum of four (4) continuing education credits per year.
- 6308.7 The Board may grant an applicant for renewal who is able to demonstrate participation in research, either as a principal investigator or as a research assistant, six (6) continuing education credits.
- 6308.8 The Board may grant an applicant for renewal who successfully completes a course on management which is directly related to occupational therapy three (3) continuing education credits.
- 6308.9 The Board may grant an applicant for renewal who documents self-study of professional literature a maximum of six (6) continuing education credits per renewal period. Documentation shall include the following:



- (a) A bibliography of books and articles read; and
- (b) A brief abstract of each publication read.

6308.10 A minimum of two (2) books or six (6) articles shall be required for each continuing education credit.

**6309-6310 [RESERVED]**

**6311 PRACTICE OF OCCUPATIONAL THERAPY BY STUDENTS AND APPLICANTS**

6311.1 This section shall apply to the following:

- (a) Students enrolled in schools or colleges accredited by CAHEA/AMA in collaboration with the AOTA or which are otherwise recognized by the Board, as candidates for a degree in occupational therapy; and
- (b) Applicants for a license whose first application for a license in the District of Columbia is pending.

6311.2 A student or applicant may perform actions which require a license as an occupational therapist or as an occupational therapy assistant only in accordance with the Act and this section.

6311.3 A student or applicant may practice occupational therapy only under the direct supervision of a licensed occupational therapist.

6311.4 A student or applicant shall identify himself or herself as such at all times when performing actions of an occupational therapist or occupational therapy assistant.

6311.5 An occupational therapist supervising a student or an applicant shall be fully responsible for all of the actions performed by the student or applicant during the time of supervision and shall be subject to disciplinary action for any violation of the Act or this chapter by the person supervised.

6311.6 A student or applicant may not be paid or receive any compensation of any nature, directly or indirectly, from a patient except for a salary based on hours worked.

6311.7 A student or applicant shall be subject to all of the applicable provisions of the Act and this chapter. The Board may deny an application for a license by, or take other disciplinary action against a student or applicant who is found to have violated the Act or this chapter, in accordance with chapter 41 of this title.

**6312 [REPEALED]****6399 DEFINITIONS**

6399.1 As used in this chapter, the following terms and phrases shall have the meanings ascribed:

**Applicant** – a person applying for a license to practice occupational therapy, or to practice as an occupational therapy assistant, under this chapter, as the context requires.

**Board** – the Board of Occupational Therapy, established by § 206 of the Act, D.C. Official Code § 3-1202.06 (2001).

**Direct supervision** – supervision in which an occupational therapist is available on the premises and within vocal communication either directly or by a communication device.

**Occupational therapist** – a person licensed to practice occupational therapy under the Act.

**Occupational therapy assistant** – a person licensed to practice as an occupational therapy assistant under the Act.

6399.2 The definitions in § 4099 of Chapter 40 of this title are incorporated by reference into and apply to this chapter.